

Comparisons of Job Characteristics

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Social Science Research Assistants (19-4061)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 72

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Social Science Research Assistants (19-4061)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
English Language	11.2	16.2	11.9	<<	Extensive education and/or training may be required
Clerical	7.3	11.5	20.8	>>	Current knowledge level is likely more than sufficient
Law and Government	5.9	10.5	5.4	<<	Extensive education and/or training may be required
Psychology	6.4	9.0	3.2	<<	Extensive education and/or training may be required
Sociology and Anthropology	4.1	8.5	2.9	<<	Extensive education and/or training may be required
Geography	3.9	8.0	2.3	<<	Extensive education and/or training may be required
History and Archeology	2.6	5.1	1.2	<<	Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 87

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Social Science Research Assistants (19-4061)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Mathematics	6.2	9.0	5.6	<<	Extensive development of skills in this area may be required
Science	4.5	7.5	1.0	<<	Extensive development of skills in this area may be required

Programming	2.2	4.7	1.8	<<	Extensive development of skills in this area may be required
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The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Social Science Research Assistants (19-4061)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.6	12.2	<	Some improvement in abilities may be required
Oral Expression	12.4	13.3	11.6	<	Some improvement in abilities may be required
Written Comprehension	11.0	12.8	10.4	<	Some improvement in abilities may be required
Written Expression	9.8	11.8	9.8	<	Some improvement in abilities may be required
Deductive Reasoning	10.6	11.0	8.5	<<	Extensive improvement in abilities may be required
Near Vision	11.1	11.0	10.0	<	Some improvement in abilities may be required
Problem Sensitivity	11.1	10.8	8.7	<	Some improvement in abilities may be required
Speech Clarity	10.2	10.8	10.7	0	Current ability level may be sufficient
Originality	7.6	8.9	5.3	<<	Extensive improvement in abilities may be required
Number Facility	6.3	8.4	7.1	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 68
Focus Occupation: Office Clerks, General (43-9061) Associated Occupation: Social Science Research Assistants (19-4061)		
Work Activities	Exclusivity of Activity	
Answer customer or public inquiries	41	
Arrange teleconference calls	78	
Maintain records, reports, or files	5	
Obtain information from individuals	24	
Proofread printed or written material	73	
Provide customer service	14	
Resolve customer or public complaints	54	

Schedule meetings or appointments	68
Use computers to enter, access or retrieve data	3
Use library or online Internet research techniques	21
Use oral or written communication techniques	1
Use relational database software	26
Use spreadsheet software	18
Use word processing or desktop publishing software	17
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 67

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Social Science Research Assistants (19-4061)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computer printers	2
Computers	1
Content authoring and editing software	1
Data management and query software	1
Development software	4
Duplicating machines	6
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.